

# **SECTION C-4**

## **SP-FURNISHED ITEMS AND SUPPLIES**

### **4.1 GENERAL INFORMATION**

The SP shall furnish, maintain, and replace, at its own expense, all supplies, parts, materials, equipment, labor, and any other services not furnished by the Government under SECTION C-3, necessary to perform all work required under this PWS. The failure of the SP, for any reason (excluding an Act of God or an Act of War), to furnish any of the foregoing shall neither justify nor excuse failure to accomplish the performance standards prescribed in this PWS.

### **4.2 SP-FURNISHED PROPERTY**

Except as provided for in FAR 52.245-11(c), title to SP-furnished equipment shall remain with the SP. SP-furnished equipment shall meet the same safety requirements as those established for GFE. As appropriate, the SP shall provide Personal Protection Equipment (PPE).

Title to the facilities shall remain in the Government. The SP shall keep the facilities free and clear of all liens and encumbrances and, except as otherwise authorized by this contract or by the CO, shall not remove or otherwise part with possession of, or permit the use by others of, any of the facilities.

The SP shall not construct or install, at its own expense, any fixed improvement or structural alterations in Government buildings or other real property without advance written approval of the CO. Fixed improvement or structural alterations means any alteration or improvement in the nature of the building or other real property that, after completion, cannot be removed without substantial loss of value or damage to the premises. The term does not include foundations for production equipment.

The SP shall be responsible for SP incurred damage to government-furnished facilities and equipment. The SP shall submit a work order to the CO or designee for "new work" facility request. The SP shall be responsible for all costs associated with approved "new work" facility requests.

The SP shall ensure access control by locking or unlocking the areas or facilities for which the SP is responsible. In the event the security/police discovers an SP area unsecured or responds to an alarm during non-duty hours, the Government will contact the CO or designee who will in turn contact the SP's POC to secure the area and/or inform the CO or designee of the results of the alarm response. The SP shall report any security violations to the CO or designee immediately.

#### **4.2.1 GOVERNMENT FURNISHED EQUIPMENT / MATERIAL / PROPERTY ACCOUNTABILITY**

The SP shall be responsible for the custody and care of the equipment/property. The SP will not be responsible for any equipment maintenance, disposal, and disposition.

### **4.3 SP-FURNISHED MATERIAL**

The SP shall return to the Government any residual material at the termination of this contract. Material may include original GFM (see SECTION C-3.4.2, Government-Furnished Material) or similar SP-acquired materials. No inventory of the material returned to the Government will be taken by the SP.

### **4.4 SP FURNISHED TRAINING**

The SP shall be responsible for all costs associated with training (whether on-site or off-site) necessary to perform the tasks described in this RFP, with the exception of training for key personnel and Lead Users and/or Trainers in NIH- and IC-specific non-commercial software tools, policies, procedures and office practice during the transition period. The SP shall be responsible for all training in the use of COTS software, as required by specific ICs (see TE-6).

#### **4.4.1 EMERGENCY FIRE PROCEDURES**

Emergency Fire Procedures training shall include the following:

- Use of fire extinguishers – when appropriate and how to use them
- Alarms – where they are and how to use them
- Evacuation procedures – routes and assembly areas

The SP shall apprise employees of the fire hazards of the materials and processes to which they are exposed. Upon initial assignment, the SP shall review with each employee those parts of the fire prevention plan that the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. According to established procedures, the SP shall regularly and properly maintain equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. The maintenance procedures shall be included in the written fire prevention plan.

#### **4.4.2 MISHAP REPORTING**

The SP shall ensure their employees are adequately trained initially to prevent mishaps, injury and illness. Supervisors shall also provide periodic Safety and Occupational Health (SOH) training and information to employees at the frequency needed to control the risk to the employees.

Mishap Reporting training shall include the following:

- Known hazardous operations and conditions, and procedures to prevent mishaps, injury, and illness
- When to report mishaps and to whom
- Mishap reports
- Mandatory information in the mishap report
- Overview of the mishap investigation process
- The location and availability of the OSHA poster, standard program requirements, and records applicable to their workplaces
- The authority of employees to contact OSHA to request a workplace inspection and to meet with OSHA during an inspection

#### **4.4.3 PROPER LIFTING**

Each SP employee or sub-contracted employee assigned to tasks that may involve lifting and carrying items up to 40 lb. weight requires safety training for proper ergonomics for lifting. This is the SP's responsibility.

### **4.5 SP RESPONSIBILITIES FOR GOVERNMENT FURNISHED SERVICES**

The SP shall comply with the following requirements as they relate to the government-furnished services listed in SECTION C-3.

#### **4.5.1 MEDICAL**

The SP shall reimburse the Government for emergency medical services made available to any SP employee requiring assistance for illness or injury that occurred on the job. The SP shall maintain a log of all-occupational injuries and illnesses. Within six working days after receiving information of an occupational injury or illness, appropriate information concerning such injury or illness shall be entered on the log. The SP shall submit to the CO or designee a copy of the report on each job-connected injury. This report shall be made on either a SP's report form.

#### **4.5.2 POLICE AND FIRE PROTECTION**

The SP shall notify the appropriate office for emergency services and shall cooperate with all police and fire programs, drills, and instructions.

#### **4.5.3 TELEPHONE**

SP personnel shall not relocate government-furnished telephone equipment or in any way tamper with the telephone distribution system. The SP shall notify the CO or designee when telephone maintenance, repair, or change in service is required. Government telephones shall be used to conduct official NIH business only.

#### **4.5.4 UTILITIES**

The SP shall ensure all employees use methods to conserve utilities.

### **4.6 NIH IDENTIFICATION BADGES AND SECURITY ACCESS SYSTEM**

The SP shall provide the CO or designee a list of names and the location of work. The SP, contracted employees, including those of subcontractors, shall be issued an NIH contractor's identification badge and the appropriate security access card and/or keys.

- It is a security violation to share security access cards or keys.
- If the security access card is lost or damaged, it is to be reported to the CO or designee within 2 hours of damage or discovery during operating hours or within 2 hours of beginning of the following working day if damage occurs or loss is discovered after operating hours.
- When employee's service is terminated, the security access card shall be returned to CO or designee.
- The NIH retains custody of all badges, access cards and keys. The SP shall reimburse the Government for all costs associated with replacing locks, access cards, or keys required as a result of loss or duplication by the SP or SP employees.

### **4.7 SAFETY**

The SP shall comply with all OSHA Safety requirements. The SP shall maintain safety and health standards consistent with all applicable Federal, state, local, and OSHA regulations. The SP shall comply with Occupational and Environmental Safety, Fire Prevention, and Health program.